

MADERA COUNTY
PERMIT COORDINATOR

DEFINITION

Under administrative direction, to assist with planning, directing, managing, and overseeing the programs, functions, and operations of the Building Division of the Engineering Department; to act as coordinator for new development as it pertains to the Building Division; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional and technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists with planning, directing, managing, and overseeing the functions, programs, and operations of the Building Division of the Engineering Department; act as coordinator for new development; selects, directs, supervises, trains, and evaluates assigned staff; assists with the development and administration of assigned budget, preparation of budget requests, and control of expenditures; represents the Engineering Department to the public, community organizations, and other government agencies in matters relating to the Building Division; assists in the oversight of and participates in the development and implementation of Engineering Department goals, objectives, policies and priorities for the Building Division; interprets and explains Engineering Department programs, policies, and activities related to the Building Division; assesses and recommends solutions to complex problems affecting the Building Division operations and functions; assists with the administration of building inspections, building codes, and building safety; inspects projects in the field; may participate on a variety of boards, committees, and commissions; attends and participates in professional group meetings; oversees the preparation of and prepares reports and presentations on activities of the Building Division.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operational characteristics and functions of the Building Division.
- Principles and techniques of management and program administration.
- Principles and practices of supervision, training, and performance evaluation.
- Principles, practices, and methods of building inspection, plan checking, and code interpretation.
- Pertinent Federal, State, and local laws, codes, and regulations relating to building inspection, plan checking, and code interpretation.

Knowledge of:

Proper inspection methods and procedures.

Principles and practices of budget development, preparation, and expenditure control.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Assist with planning, directing, managing, and overseeing the functions of the Building Division of the Engineering Department.

Assist with formulating and implementing County-wide inspection and service Programs.

Supervise, train, and evaluate the work of assigned staff.

Serve as a technical advisor for building inspection and plan check problems.

Assist with the development and preparation of an assigned budget and control of expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret, apply, and explain policies, procedures, laws, codes, and regulations pertaining to building inspection and plan review/approval.

Prepare and present accurate and comprehensive reports and recommendations.

Effectively represent the County's Engineering Department with the public, community organizations, and other government agencies.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of increasingly responsible experience in professional construction inspection and/or plan checking work including at least one year in a management or supervisory position.

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Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering, construction management, public administration or other closely related field. Relevant experience may be substituted on a year for year basis.

License or Certificate:

Possession of valid registration as a Certified Building Official issued by the Council of American Building Officials.

Possession of, or ability to obtain, a valid California Driver's License.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 25 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Effective Date: July, 1999.